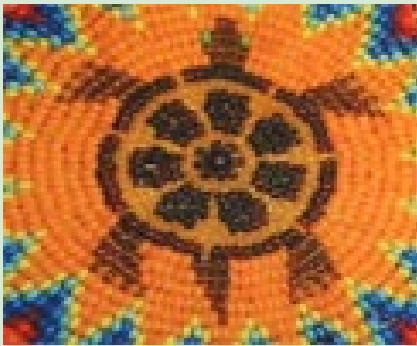


# **The Michigan Council for Arts and Cultural Affairs**

## **FY 2009 General Guidelines**



The MCACA, a state agency, coordinates grants to arts and culture organizations, cities and municipalities, and other nonprofit organizations to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan.

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Cover image: Native American bead art from the  
*Newcomers* exhibit at the Grand Rapids Public  
Museum

# What's NEW for MCACA's FY09 Grant Programs . . .

## Peer Panel Grant Review Q & A

This summer, each applicant will be given up to five minutes during their grant review to answer questions about their project and application. The panel review process will not be changed except for this addition. Look for the date of the panel review in your acknowledgement of receipt of application letter, or check [www.michigan.gov/arts](http://www.michigan.gov/arts).

MCACA is offering the Q & A on a trial basis this year to encourage applicants to attend the panel review and to give them the opportunity to clarify aspects of their application that may not be fully understood by the panel. Please note that this is not an opportunity to lobby for projects; applicants will only be allowed to respond to the panelists if they have questions. As always, applicants are welcome and encouraged to stay for the entire session and listen to other application reviews as this can be a valuable and affordable learning opportunity.

## Arts and Learning Program Categories

This program will now have two new subcategories instead of the previous seven. These categories are meant to incorporate all possible projects eligible in the previous categories. Contact program manager Carolyn Damstra with questions and to discuss which category best suits a project.

### New Categories:

#### 1. Art Education Partnerships

Effective and sustainable arts learning projects and programs are achieved through strong collaborations or partnerships. In this category, priority is given to collaborative efforts that emphasize skill acquisition, direct participation, improved access to quality arts experiences and fostering commitment to and knowledge of arts learning.

Partnerships can be between two or more of the following: professional arts and/or cultural producers or presenters; teaching artists; community groups, professional development educators; and pre-k through 12 and university/college learning institutions. Only one partner with 501 (c)(3) status can apply, although all named partners should be clearly committed to and active in the project. The details of the partnership structure should be clearly spelled out in the narrative.

Activities should have a distinct arts and culture educational focus. Examples include workshops; residencies; professional development; and inclusive and participatory art projects, exhibits and performances that are primarily learning opportunities. Mere performance or presentation of arts programming is ineligible.

Evidence of collaboration should include joint planning of activities, cooperative preparation of target audience, hands-on instruction by high quality artists or qualified educators and collaborative evaluation and assessment of the program. Projects for all ages are eligible

## **2. Community Art Education**

This category supports non-school-based arts and culture projects operated by community art schools, local art agency classes, and organizations whose main mission is arts and culture education. Teachers and staff should be highly qualified and projects should demonstrate excellence and innovation in programming. Activities should be hands-on and participatory; mere performance or presentation of arts programming is ineligible.

In this category, priority is given to projects that involve the community in planning and outreach and offer a strong rationale for the impact of the proposed activity and expected outcomes. Examples include a series of after school art classes at a local art agency or community school, a series of children's theater productions or a youth music camp. Projects for all ages are eligible.

### **Capital Improvements Program Goes Green**

In partnership with the Michigan department of Environmental Quality (DEQ), we are encouraging capital projects that incorporate sustainability; energy efficiency and/or low impact design (green buildings, rain gardens, storm water management) and green infrastructure. The council will consider additional incentives and work with the DEQ to allow our clients direct access to DEQ grant programs.

### **Rural Arts And Culture Program**

Due to budget and staff reductions as well as lack of applicants, MCACA will not offer the Rural Arts and Culture Program in FY09. Former applicants to this program are strongly encouraged to contact Program Manager Carolyn Damstra to discuss eligibility in other programs.

## OVERVIEW

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts & Libraries (DHAL), serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan.

The 2006-2010 MCACA Strategic Plan establishes short- and long-term goals for the Council's administration, its granting programs and its customer service. MCACA uses these goals to help remain focused on how to further our mission and fulfill our vision. We fully expect that the projects supported through our granting programs will meet one or more of these goals as well. The goals of MCACA are to:

- Support arts and culture as a catalyst for community revitalization and economic development.
- Encourage new, creative and innovative works of art.
- Strengthen arts and culture by:
  - Establishing and facilitating communications networks
  - Increasing visibility and awareness of arts and culture
  - Supporting arts education
  - Recognizing, reflecting and celebrating cultural pluralism and broadening cultural understanding
- Expand and develop funding resources for the Council and its clients

In addition, the Council is firmly committed to and wishes to support projects and programs that:

- Enhance the state's quality of life
- Demonstrate the importance of arts and culture in daily living
- Provide broad public access to arts and cultural activities
- Support those who create, present or produce quality arts and cultural projects
- Facilitate delivery of arts and cultural resources statewide

This document contains information to help organizations learn about the general requirements for application to all MCACA programs for funding year 2008. MCACA programs support, in part, arts and cultural activities that will take place between October 1, 2008, and September 30, 2009. Unless otherwise stated in specific program instructions, the deadline to apply to most MCACA programs is May 1st of each calendar year for the upcoming Fiscal Year.

Detailed information about each program and specific requirements are outlined in each program guidelines. MCACA staff is available to answer questions about which program may be best suited for a project and questions about the guidelines and application.

## **Funding**

Applicants may submit more than one application, however, the Council reserves the right to limit the number of grants to any one applicant. It is unlikely that more than one application will be funded. Only one application may be submitted for the same project or activity in a fiscal year. There are specific uses and restrictions of funds awarded by the Council and maximum request amounts for each program. For a complete information, refer to the specific program guidelines.

## **Matching Funds**

All grantees are required to match MCACA awards with at least a 1:1 match of funds. However, each specific program has its own matching fund requirements, and some are greater than a 1:1 match. Please refer to the specific program guidelines for detailed matching fund requirements.

## **Application Fee**

Applicants must provide a nonrefundable fee of \$300 or three percent (3%) of the grant request, whichever is LESS. This fee is subject to change by action of the Michigan Legislature. Change in this fee could happen after the submission of your grant application.

Requests of \$10,000 or more need only submit \$300 as the application fee. Requests less than \$10,000 should submit an application fee equal to three percent of the requested grant amount. For example, three percent of \$5,000 is \$150.

The Council is not responsible for lost or damaged application materials. The Council reserves the right to retain a copy of application materials. All application materials are accessible to the public.

## **Reporting Requirements**

All grantees are required to provide project reports, including a final report of actual project revenues and expenditures and a completed final narrative summary of each project and its outcome. Payments are usually tied to the receipt of these reports. Grant awards in excess of \$100,000 are also required to submit an interim report. Funded organizations will also be asked to participate in the Department of History, Arts and Libraries Community Economic Development On-line tool, when it becomes available.

## **Program Eligibility**

Only Michigan nonprofit organizations, schools and municipalities are eligible to apply. Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government meet this criteria.)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to

meet MCACA requirements on a current contract, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2008 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply to grant programs. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

### **\*NOTICE**

The Council will not support general operating costs or projects and activities that are within the primary instructional and services responsibilities of a college or university, limited to the college or university faculty, staff and students. With their application for funding, colleges and universities must:

- 1) Provide documentation of a demonstrated benefit to the community at large
- 2) Provide documentation of community involvement in the planning/implementation of the project
- 3) Include letters of support from community organizations

### **Waiver Requests**

Organizations that seek a waiver of any portion of the program guidelines must do so in writing by April 16, 2008. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Request for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

### **Accessibility**

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools and the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

### **Underserved Communities**

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. An underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

“Underserved areas” are identified and defined by the Council as the counties of Alcona, Alger, Allegan, Antrim, Arenac, Baraga, Barry, Bay, Benzie, Branch, Cass, Clare, Crawford, Eaton, Gladwin, Gratiot, Hillsdale, Ionia, Iosco, Iron, Kalkaska, Keweenaw, Lake, Lapeer, Livingston, Luce, Mackinaw, Manistee, Mason, Mecosta, Menominee, Missaukee, Montcalm, Montmorency, Monroe, Oceana, Ogemaw, Osceola, Otsego, Presque Isle, Roscommon, Schoolcraft, Shiawassee, Van Buren and Wexford.

## Funding Process

### Program Guidelines

The funding process for MCACA arts and cultural projects begins with the development of guidelines for all the Council's programs. MCACA staff shape the guidelines based upon HAL/MCACA priorities and industry needs. They work with stakeholders to update and/or revise guidelines. The Council reviews the guidelines and provides expertise. Focus group meetings may be conducted for public input on the programs and subsequent guidelines. Guidelines are made available on the MCACA website and mailed by request.

### Grant Assistance Workshops

Conducting public grant assistance workshops is the next step in providing information and guidance to those interested in applying to the Council for grant funds. Workshop notices are broadly disseminated and press releases are issued. Workshops are conducted throughout the entire state. MCACA often partners with other service organizations to provide additional information on grants writing, grants making and improved project management. Staff continues providing technical assistance and consultation to applicant organizations until the grant application deadline. Improved guidelines, successful grants assistance workshops, a fair and independent application review process, and the Council's support of statewide distribution of arts and cultural resources to organizations and communities have resulted in applications for outstanding projects.

### Applications

The review of grant applications is done on three levels: the Staff level, the Peer Panel Review level, and the Council level:

### Council Staff

- Assigns an application number and sends notification of application receipt (if you do not receive notification within three weeks of the application deadline date, contact Council staff)
- Assigns the application to a peer review panel, which includes a primary and a secondary reviewer responsible for in-depth application evaluation
- Issues notification of scheduled peer review panel meetings
- Convenes peer review panel meetings
- Documents and verifies peer review panel findings
- Prepares peer review panel recommendations for Council consideration



## **Peer Review Panels**

In order to provide an open environment in which to review applications for funding, the Michigan Council for Arts and Cultural Affairs utilizes an open peer review panel application review process. The meetings are open to the public. Applicants may attend but cannot participate in committee discussions except to answer questions from the panelists. The peer panel review process places great importance on the review of applications by professionals in the arts, arts and cultural management and related fields. Peer professionals from the state and nation evaluate, score and rank the grant applications based upon published program criteria found in the guidelines. They provide the Council with the depth of experience and expertise that is the foundation of their informed funding decisions.

## **Panel Appointments**

Recommendations for panelists come from the Council, clients, colleagues from other state arts councils, the public and staff. Panelist nomination forms are available on the MCACA website and by request. Recommendations are reviewed and approved by the Council Chairman with the advice of the full Council.

The Council convenes peer review panels in each discipline area and for each grants program.

Panelists are selected based on the following criteria:

- professional qualifications
- broad-based knowledge of arts and /or cultural field(s)
- ability to work well in a group situation
- geographic representation
- minority representation
- representation of various arts and cultural disciplines (visual arts, music, dance, theatre, history, education, etc.) and genres within each discipline (symphonic, chamber, jazz, etc.)
- representation of a cross-section of the arts and cultural organizations, groups, and structures including board members, administrative managers, artistic directors, education specialists, etc.
- representation from large and small, developing and established, as well as urban and rural organizations

## **Panel Process**

Panelists review each application. Further, each application receives a primary and secondary review. Primary reviewers conduct in-depth reviews, report their findings to the panel and lead panel discussion. Panelists objectively apply their knowledge and expertise to the review. Panelists use a score sheet to individually record their comments and score for each application. The application score is the average of all panelists' scores.

Council members are invited to facilitate or audit the peer review meetings. Council staff facilitate process, provide information and adhere to policy and procedures to ensure fair and equitable

treatment of all grant applicants. Only the peer panel reviewers participate in the application discussion and scoring. Applicants and other interested individuals attend the panel meetings to observe the proceedings.

Merit scores are based on the following standard:

100 - 95 Excellent

94 - 90 Very Good

89 - 80 Good

79 & below Unacceptable

Applications that receive a score of 80 and above are recommended to the Council for funding consideration. For FY08, funding was limited in all programs to scores above 83 due to decreased funds.

### **The Council**

The Michigan Council for Arts and Cultural Affairs is made up of fifteen members appointed by the Governor. Final funding determinations are made by the Council. Council Committees review tentative funding recommendations based on the scores and recommendations provided by the Peer Review Panels. The committees consider Council priorities and make recommendations to the Council.

The Council reviews funding recommendations and approves the final funding plan. They base their decisions on recommendations of the Peer Review Panel, committee comments, equitable geographic distribution, duplication of services and availability of funds.

The Council also takes into consideration the mission, programs, and services of the applicant in the context of similar organizations serving the same geographic area or client base. When more than one organization requests funding for similar activities in the same area or region, the Council may elect to fund only one organization.

Normally, funding awards are determined by Council at its annual funding meeting. All review information is confidential prior to final determination by the Council. Legislators are notified of grants awarded in their districts.

The Governor formally announces Council grant awards. Notices of awards and contracting materials or funding denials are subsequently mailed to applicants.

### **Funding Plans**

The Council, through Committees, reviews applicant requests, panel scores and recommendations and determine fiscal year funding parameters (i.e., grant program allocations, geographic distribution, maximum number of grant awards per applicant and program issues and priorities). The parameters for FY 2008 included: merit scores and funding benchmarks; awarding one grant per

applicant organization in the Arts Projects, Arts and Learning, Local Art Agencies and Services, Rural Arts and Culture, and Capital Improvement programs; geographic distribution; and consideration for cultural representation. For organizations with two or more applications typically the highest qualifying score received the award.

From these parameters, staff develops a range of possible formula-based funding scenarios that are subsequently reviewed in depth by all Council committees. By consensus, committees provide final recommendations for presentation of the tentative funding plan that is considered for approval by the full Council.

## 2009 MCACA Grant Programs

The following are brief summaries of MCACA's FY 2009 programs. It is important to read specific program guidelines for detailed information and requirements before applying.

### **Anchor Organizations**

Anchor Organization grant recipients are required to make a minimum 1:1 cash match. This program is closed to new applicants for FY 09.

Anchor Organizations are recognized by the MCACA as major institutions with the capacity, financially and institutionally, to implement multi-level programs. Anchor Organizations are widely recognized within their region, or multiple regions, of Michigan as hubs of significant arts and cultural activity. Many Anchor Organizations have facilities that play an integral role in their ability to provide services, ranging from art production spaces, exhibition and performance halls to zoo enclosures. Anchor Organizations possess the requisite organizational and programming capabilities to ensure the success of their programs. Organizations with responsibility for collections exercise a special stewardship to ensure availability of their collections to future generations. Applicants to the Anchor Organization Program will choose which of three categories they wish to apply to based on the mission of their organization and the services their organization provides, as well as budgetary eligibility criteria. In addition, applicant organizations are identified as either Material Organizations or Performing Organizations.

### **Arts and Learning Program**

Applicants in this program may request from \$5,000 to \$15,000. Applicants must make a 2:1 match. Your cash match must be at least 50% of your request; the remainder of the matching requirements may be cash, in-kind contributions or a combination of the two.

The Arts and Learning Program supports quality arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations. In this way, the Council increases arts instruction by engaging the various community resources available in a single effort to make the arts basic to

education. There are two funding subcategories: Art Education Partnerships and Community Art Education.

### **Arts Projects Program**

Applicants in this program may request from \$5,000 to \$15,000. Applicants must make a 2:1 match. Your cash match must be at least 50% of your request; the remainder of the matching requirements may be cash, in-kind contributions or a combination of the two.

The Arts Projects Program supports projects and activities that provide quality arts and cultural programming to citizens across the state. Projects supported by this funding program are divided into 11 subcategories: Dance, Design, Literature, Media, Multidisciplinary, Museums (Art, Children's/ Science Centers, Heritage/Historical), Music (band, chamber, choral, new, ethnic, jazz, popular, solo/recital, orchestral), Opera / Musical Theatre, Theatre, and Visual Arts.

### **Capital Improvements Program**

Applicants in this program may request from \$5,000 to \$50,000. Applicants must make a 1:1 match.

The Capital Improvements Program provides funding assistance for capital improvement projects for the expansion, renovation, construction or acquisition of cultural facilities. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings or operational support. Any Michigan municipality (village, city, township, or county), may request funding for capital improvements of community organizations, arts and cultural facilities and publicly owned facilities for the purpose of arts and culture activities.

### **Local Arts Agencies and Services Program**

Applicants in this program may request from \$5,000 to \$20,000. Applicants must make a 2:1 match. The cash match must be at least 50% of the request, the remainder of the matching requirements may be cash, in-kind contributions, or a combination of the two.

The Local Arts Agencies and Services Program provides funding for organizations that deliver services to cultural groups and individual artists, in all disciplines, who foster the long term development of a community or region. Local program applicants must be community-based, nonprofit, officially recognized arts councils, commissions, societies or organizations that are publicly accountable to provide financial and/or service support for arts and culture in the whole community that it serves. In addition, funding can also be provided for projects which support and compliment the work of local arts agencies services through the provision of services and technical assistance.

### **Regional Regranting Program**

This program is closed to new applicants in FY09. Regranting Program applicants must match grant

dollars on a 1:1 basis. Matching funds may be cash and/or in-kind.

MCACA's regional regranting program awards grants to 19 regional regrants throughout Michigan who, in turn, regrant minigrant awards of up to \$4,000 for arts & cultural projects responding to local needs. Please contact the regional regrant for your region for deadlines, the application and other information. See pages 16-17 for a listing of regional regranting agencies and the counties they serve.

### **Partnerships Program**

Applicants in this program must match grant dollars on a 1:1 basis. Matching funds may be cash and/or in-kind.

The Partnership Program provides quality arts and cultural programs, funding, and services state-wide. Through partnerships, which combine resources of the State and those of an assortment of local, state and regional nonprofit organizations, the Council increases its ability to reach the state's 83 counties and fulfill its mission. There are two types of partnerships; those that provide services to the state's citizens, communities and other non-profit organizations, and those that regrant funding for specific Council programs.

## **Legislative Boilerplate**

The Michigan Council for Arts and Cultural Affairs is required by law to ask that its grant recipients adhere to certain obligations and responsibilities in turn for receiving tax dollar support from Michigan's citizens. Below are a few of the requirements as put forth in Act 117 Public Acts of 2007.

### **MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS**

Sec. 401. (1) The MCACA in the department shall administer the arts and cultural grants appropriated in part 1.

(2) The MCACA shall render fair and independent decisions concerning arts and cultural grant requests and shall do all of the following:

(a) Use published criteria to evaluate program quality, including all of the following:

(i) The department's intended goals and outcomes for each program.

(ii) The department's quantifiable measures of success in meeting the intended goals and outcomes.

(b) Seek to award grants on an equitable geographic basis to the extent possible given the quality of grant applications received.

(c) Give priority to projects that serve multiple counties, leverage significant additional public and private investment, or demonstrate a significant potential to increase tourism or attract or retain businesses or residents.

(3) No payment shall be made under part 1 except upon application submitted in accordance with

MCACA published regulations and procedures, which shall ensure both of the following:

(a) Artistic excellence and artistic merit are the criteria by which applications will be judged, taking into consideration general standards of decency and respect for the diverse beliefs and values of the peoples of this state.

(b) Criteria clearly indicate that obscenity is without artistic merit, is not protected speech, and will not be funded by a grant from appropriation under part 1.

(4) The MCACA shall provide for fair, equitable, and efficient distribution of funds granted through the regional regranting program. The MCACA shall provide for an annual assessment of grant management and distribution of minigrant awards by designated regional regranting agencies and review the methodology employed.

(5) The MCACA shall continue and expand its efforts to encourage and support nonprofit arts and cultural organizations to transition from solely volunteer-based organizations to professionally directed operations. Criteria for support include the requirement of collaboration between these organizations and other community organizations.

(6) The department shall withhold undistributed grant payments from a grant recipient who violates the terms of the agreement required under subsection (3) and may disqualify the grant recipient from award of future grants for a period of not more than 3 years.

Sec. 402. The MCACA may award grants to counties, cities, villages, townships, community foundations and organizations in the following categories:

(a) Anchor organization program for organizations that serve regional and statewide audiences. Anchor organizations shall demonstrate a commitment to education, to mentoring smaller organizations, and to reaching underserved audiences.

(b) Arts projects program.

(c) Arts and learning program.

(d) Artists in residence for education program.

(e) Arts organization development program.

(f) Capital improvement program.

(g) Local arts agencies services program.

(h) Regional regranting program.

(i) Partnership program.

(j) Rural arts and cultural program.

(k) Cultural projects program.

(l) Historical Society projects program.

(m) Discretionary grants program.

(n) Cultural and ethnic heritage centers and museums.

Sec. 403. (1) From the state funds appropriated in part 1 for arts and cultural grants, no one organization may receive more than 15% of this funding.

- (2) The MCACA shall make every effort to provide total grant awards in the anchor organization program at a level not to exceed 70% of the total amount appropriated for arts and cultural grants.
- (3) As documented in the audit report that is submitted as part of the grant application process, the total of all grants awarded to any organization receiving grants within the anchor organization program may not exceed 15% of their “total unrestricted revenues, gains, and other support”, as defined by the financial accounting standards board in the accounting standards for not-for-profit organizations or equivalent accounting standards for other types of eligible organizations.
- (4) Before any amount appropriated for arts and cultural grants in part 1 may be expended for a grant to an eligible recipient, the department shall execute a grant agreement with the recipient. The grant agreement shall identify the projects funded, specify the category in section 402 under which the grant is awarded, and include the prohibitions and sanctions identified in section 401(3) and (6).

Sec. 404. Grant applicants must meet and adhere to the following requirements:

- (a) Each applicant shall pay a nonrefundable application fee of \$300.00 or 3% of the desired grant amount, whichever is less. Application fees shall be deposited in the history, arts, and libraries fund established in section 216. The department may use the application fee to offset its direct and indirect costs.
- (b) An applicant for a grant under the anchor organization program shall submit with the application the applicant’s most recent annual audit report which states their “total unrestricted revenues, gains, and other support”, as defined by the financial accounting standards board in the accounting standards for not-for-profit organizations or equivalent accounting standards for other types of eligible organizations. The audit report must cover an audit period that ends within 18 months of the date of the application.
- (c) Each applicant shall identify proposed matching funds from local and/or private sources on a minimum of a dollar-for-dollar basis. The match may include the reasonable value of services, materials, and equipment as allowed under the federal internal revenue code for charitable contributions.

Sec. 405. Each grant recipient shall provide the MCACA with the following:

- (a) Proof of the entire amount of the matching funds, services, materials, or equipment by the end of the grant agreement period.
- (b) Within 30 days following the end of the grant agreement period, a final report that includes the following:
  - (i) Project revenues and expenditures including grant matching fund amounts.
  - (ii) Number of patrons attracted or benefiting during the grant period.
  - (iii) A narrative summary of each project and its outcome, including all of the following:
- (c) By April 7 of the grant year, each recipient of a grant greater than \$100,000.00 shall submit an interim report that includes the items identified in subdivision (b).

Sec. 406. (1) The department shall make the following reports:

(a) A report identifying the website location that contains a list of all grant recipients, sorted by county. This report shall be provided to each legislator within 1 business day of the announcement of annual awards by the MCACA.

(b) A report to the senate and house of representatives appropriations subcommittees, the state budget office, and the fiscal agencies, within 30 days after the MCACA announces the annual grant awards, that includes all of the following:

(i) A listing of each applicant.

(ii) The county of residence of the applicant.

(iii) The amount requested.

(iv) The amount awarded.

(v) The grant category under which an applicant applied.

(vi) A summary of projects funded for each recipient.

(vii) The expected number of patrons for an applicant during the grant period.

(viii) The amount of matching funds proposed by each applicant.

(ix) A listing containing the applicant, county of residence of the applicant, and amount awarded for any regranted funds in the preceding fiscal year.

(c) An annual report to the appropriations subcommittees, the state budget office, and the fiscal agencies is due when materials are first distributed by the MCACA seeking grant applications for the subsequent fiscal year. The report shall contain the following:

(i) The MCACA guidelines for awarding grants, including the intended program goals and outcomes and quantifiable measures of success in meeting the goals and outcomes.

(ii) A summary of any changes in the program guidelines from the previous fiscal year.

(d) An annual report to the appropriations subcommittees, the state budget office, and the fiscal agencies on the success in meeting program goals and outcomes for the preceding fiscal year. The report is due by February 1 and shall contain all of the following:

(i) The MCACA intended program goals and outcomes.

(ii) A summary by program of performance according to the established quantifiable measures of success for meeting intended goals and outcomes.

(iii) The reasons why outcomes or goals were not met.

(iv) The plans for better achieving the outcomes and goals in the future.

(2) The council shall report to the chairpersons of the senate and house of representatives appropriations subcommittees on history, arts, and libraries by August 1 all unexpended or unencumbered discretionary grant funding that is available. The council shall not redistribute any unexpended or unencumbered grant funds during the fiscal year without a 10-day notice to the chairpersons of the senate and house of representatives appropriations subcommittees on history, arts, and libraries.

The Public Act, in its entirety, can be read at [www.legislature.mi.gov/](http://www.legislature.mi.gov/)



## Grantee Requirements

Grantees must confirm project/program implementation plans and, if requested, revise budget based upon the actual grant award.

Grantees must sign a grant agreement detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, "Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments." Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

OMB Circular A-133, "Audit of States, Local Governments and Nonprofit Organizations," includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits its discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations," A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read: "This activity is supported by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts." Section 3 of the Grant Agreement will indicate if NEA funds are included as part of your award.

Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools.

Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

According to Public Act No. 117 of 2007, Section 405 states that each grant recipient shall provide MCACA with the following:

(a) Proof of the entire amount of the matching funds, services, materials, or equipment by the end of the grant agreement period.

(b) Within 30 days following the end of the grant agreement period, a final report that includes the following:

(i) Project revenues and expenditures including grant matching fund amounts.

(ii) Number of patrons attracted or benefiting during the grant period.

(iii) A narrative summary of each project and its outcome, including all of the following:

(A) How the project supported achieving the department's intended goals and outcomes for each program.

(B) How the program met the quantifiable measures of success in meeting the goals and outcomes.

(c) By April 7 of the grant year, each recipient of a grant greater than \$100,000.00 shall submit an interim report that includes the items identified in subdivision (b).

(c) By April 7 of the grant year, each recipient of a grant greater than \$100,000.00 shall submit an interim report that includes the items identified in subdivision (b).

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

## Regional Regranters:

### 1. City of Detroit

Detroit Recreation Department  
Northwest Activity Center  
18100 Meyers  
Detroit, MI 48235-1493  
Carolyn Keith  
(313) 224-1121  
FAX (313) 224-1734  
[www.ci.detroit.mi.us/culturalaffair](http://www.ci.detroit.mi.us/culturalaffair)  
email: [cjk@itsd.ci.detroit.mi.us](mailto:cjk@itsd.ci.detroit.mi.us)  
County: Wayne

### 2. Oakland County Office of Arts & Culture & Film

2100 Pontiac Lake Road  
Waterford, MI 48328-0414  
Kristie Everett Zamora  
(248) 858-0415  
FAX (248) 452-9172  
[www.artsoakland.com](http://www.artsoakland.com)  
email: [zamorak@oakgov.com](mailto:zamorak@oakgov.com)  
County: Oakland

### 3. Anton Art Center

125 Macomb Place  
Mt. Clemens, MI 48043  
Kanani Taylor / Jennifer Callans  
[www.theartcenter.org](http://www.theartcenter.org)  
(586) 469-8666, FAX (586) 469-4529  
email: [Kananitaylor@theartcenter.org](mailto:Kananitaylor@theartcenter.org)  
Counties: Macomb, St. Clair

### 4. The Arts Alliance

4115 West Huron St. Suite 301  
Ann Arbor, MI 48104  
Cindy Johnson / Tamara Real  
(734) 214-0115  
FAX (734) 665-4191  
[www.annarborchamber.org](http://www.annarborchamber.org)  
email: [artsalliance@annarborchamber.org](mailto:artsalliance@annarborchamber.org)  
Counties: Livingston, Monroe, Washtenaw

### 5. Greater Flint Arts Council

816 S. Saginaw  
Flint, MI 48502  
Cathy Johnson / Greg Fiedler  
(810) 238-6875, FAX (810) 238-6879  
[www.greaterflintartscouncil.org](http://www.greaterflintartscouncil.org)  
email: [cathy@greaterflintartscouncil.org](mailto:cathy@greaterflintartscouncil.org)  
Counties: Genesee, Lapeer

### 6. Arts Council of Greater Lansing

425 S. Grand Ave.  
Lansing, MI 48933  
Marcia Ditchie  
(517) 372-4636 x10  
FAX (517) 484-2564  
[www.lansingarts.org](http://www.lansingarts.org)  
email: [marcia@lansingarts.org](mailto:marcia@lansingarts.org)  
Counties: Clinton, Eaton, Ingham, Shiawassee

### 7. Northeast Michigan Arts Council

3233 Grove Rd., P.O. Box 238  
Standish, MI 48658  
Gail Schmidt  
(989) 846-4577, FAX (989) 846-9751  
[www.nemacarts.org](http://www.nemacarts.org)  
email: [gail\\_schmidt@mea.org](mailto:gail_schmidt@mea.org)  
Counties: Arenac, Bay, Midland, Saginaw

### 8. Arts Council of Greater Grand Rapids

532 Ottawa  
PO Box 2265  
Grand Rapids, MI 49501-6665  
Janelle Mahlmann  
(616) 459-2787, FAX (616) 459-7160  
[www.artsggr.org](http://www.artsggr.org)  
email: [jmahlmann@artsggr.org](mailto:jmahlmann@artsggr.org)  
Counties: Ionia, Kent, Lake, Mecosta, Montcalm, Newaygo, Osceola

### 9. Cheboygan Area Arts Council

PO Box 95  
Cheboygan, MI 49721  
Joann Leal / Marilyn Florek  
(231) 627-5432, FAX (231) 627-2643  
[www.theoperahouse.org](http://www.theoperahouse.org)  
email: [jpl@nmo.net](mailto:jpl@nmo.net)  
Counties: Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle

### 10. Dennon Museum Center

Northwestern Michigan College  
c/o 9791 Avondale Lane  
Traverse City, MI 49684  
Diane Hubert  
(231) 922-9429  
[www.dennosmuseum.org/regrant/](http://www.dennosmuseum.org/regrant/)  
email: [dhubert@chartermi.net](mailto:dhubert@chartermi.net) or [regrant@nmc.edu](mailto:regrant@nmc.edu)  
Counties: Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford

**11. Eastern Upper Peninsula Planning**

524 Ashmun, P.O. Box 520  
Sault Ste. Marie, MI 49783  
Ellen Benoit  
906-635-1581 x163, FAX (906) 632-4255  
[www.eup-planning.org](http://www.eup-planning.org)  
email: [ebenoit@lighthouse.net](mailto:ebenoit@lighthouse.net)  
Counties: Chippewa, Luce, Mackinac

**12. Central Upper Peninsula Planning**

2415 14<sup>th</sup> Avenue South  
Escanaba, MI 49829  
Valarie Norman  
(906) 786-9234, FAX (906) 786-4442  
[www.cuppad.org](http://www.cuppad.org)  
email: [vnorman.cuppad@chartermi.net](mailto:vnorman.cuppad@chartermi.net)  
Counties: Alger, Delta, Dickinson, Marquette,  
Menominee, Schoolcraft

**13. Copper Country Community Arts Council**

126 Quincy Street  
Hancock, MI 49930  
Cynthia Cote  
(906) 482-2333, FAX (906) 482-0177  
[www.coppercountryarts.com](http://www.coppercountryarts.com)  
Email: [ccarts@chartermi.net](mailto:ccarts@chartermi.net)  
Counties: Baraga, Gogebic, Houghton, Iron,  
Keweenaw, Ontonagon

**14. Holland Area Arts Council**

150 East 8<sup>th</sup> Street  
Holland, MI 49423  
Lori Gramer  
(616) 396-3278, FAX (616) 396-6298  
[www.hollandarts.org](http://www.hollandarts.org)  
email: [bluemoonconnections@yahoo.com](mailto:bluemoonconnections@yahoo.com)  
Counties: Allegan, Mason, Muskegon, Oceana,  
Ottawa

**15. Arts Council of Greater Kalamazoo**

Epic Center  
359 Kalamazoo Mall, Suite 203  
Kalamazoo, MI 49007  
Anne Berquist  
(269) 342-5059, FAX (269) 342-6531  
[www.kalamazooarts.org](http://www.kalamazooarts.org)  
email: [aberquist@kalamazooarts.com](mailto:aberquist@kalamazooarts.com)  
Counties: Barry, Berrien, Cass, Kalamazoo, St.  
Joseph, Van Buren

**16. Arts and Industry Council**

77 E. Michigan Avenue, Suite 190  
Battle Creek, MI 49016  
Amanda Lankard  
(269) 441-2700, FAX (269) 441-2707  
[www.whereisart.com](http://www.whereisart.com)  
email: [lankard@artsandindustrycouncil.org](mailto:lankard@artsandindustrycouncil.org)  
Counties: Branch, Calhoun, Hillsdale, Jackson,  
Lenawee

**17. Huron County Economic Development**

250 E. Huron Ave., Room 303  
Bad Axe, MI 48413  
Laura Tyll / Carl Osentoski  
(989) 269-6431, FAX (989) 269-8209  
[www.huroncounty.com](http://www.huroncounty.com)  
email: [laura@huroncounty.com](mailto:laura@huroncounty.com)  
Counties: Huron, Sanilac, Tuscola

**18. Art Reach of Mid-Michigan**

P.O. Box 166  
Mt. Pleasant, MI 48804-0166  
Kathy Hill  
(989) 773-3689  
[www.artreachcenter.org](http://www.artreachcenter.org)  
email: [khill@artreachcenter.org](mailto:khill@artreachcenter.org)  
Counties: Clare, Gladwin, Gratiot,  
Isabella

**19. Kirtland Community College Foundation**

10775 N. St. Helen Rd.  
Roscommon, MI 48653  
Beth Petrik  
(989) 275-5000 Ext. 397,  
FAX (989) 275-8745  
[www.kirtland.edu/foundation](http://www.kirtland.edu/foundation)  
email: [petrikb@kirtland.edu](mailto:petrikb@kirtland.edu)  
Counties: Alcona, Crawford, Iosco, Ogemaw,  
Oscoda,  
Roscommon